

**FILING A DOCUMENT/DOCKETING- MOTIONS/APPLICATIONS**  
**\*\*EXAMPLE: APPLICATION FOR COMPENSATION\*\***  
**Local Rule 2016-1**

The following instructions will guide you through the process of filing and docketing a motion or application in the Electronic Case Filing (ECF) system.

**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on **Motions/Applications** hypertext link.

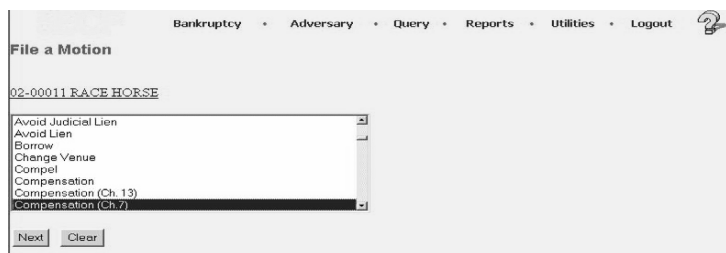
**STEP 2** The **Case Number** entry screen appears.



The screenshot shows a web interface titled "File a Motion". At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the "Case Number" field contains the text "02-00011". To the right of the field, there is a small text string "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the field, there are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

**STEP 3** This screen allows you to select the type of motion/application being filed.



The screenshot shows the same "File a Motion" interface. The "Case Number" field now displays "02-00011 RACE HORSE". Below the field, there is a dropdown menu with the following options: Avoid Judicial Lien, Avoid Lien, Borrow, Change Venue, Compel, Compensation, Compensation (Ch. 13), and Compensation (Ch. 7). The "Compensation (Ch. 7)" option is currently selected. Below the dropdown menu, there are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

**STEP 4** This screen allows you to select whether or not you are filing the motion/application with a joint attorney.



Bankruptcy \* Adversary \* Query \* Reports \* Utilities \* Logout ?

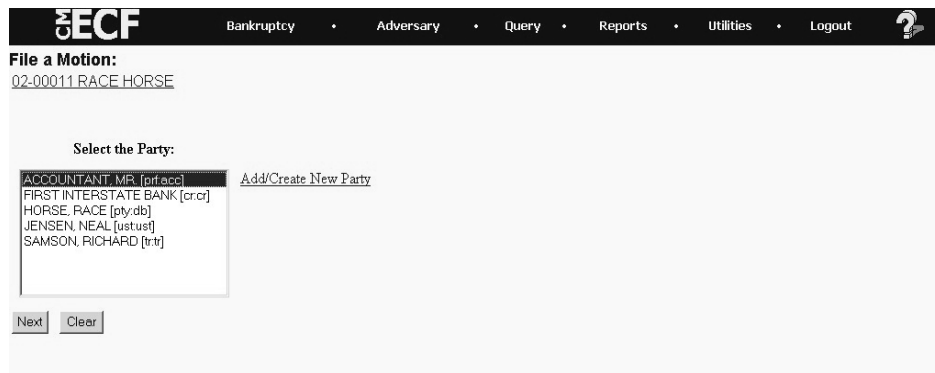
**File a Motion:**  
02-00011 RACE HORSE

☐ Joint filing with other attorney(s).

Next Clear

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking [Next] and proceed to **Step 5**.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click [Next]

**STEP 5** Select the Party screen appears.



ECF Bankruptcy \* Adversary \* Query \* Reports \* Utilities \* Logout ?

**File a Motion:**  
02-00011 RACE HORSE

Select the Party:

ACCOUNTANT, MR. [pracc] Add/Create New Party  
FIRST INTERSTATE BANK [cr:cr]  
HORSE, RACE [pty:db]  
JENSEN, NEAL [ustust]  
SAMSON, RICHARD [tr:tr]

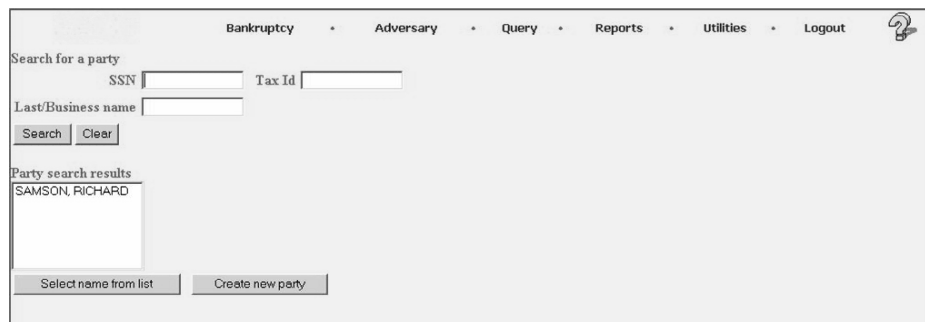
Next Clear

- ◆ If the name of the applicant to whom the professional fees will be awarded is listed, click on the name, click on **Next** and then proceed to **Step 8**.  
[If the selection box is full, use the scroll arrows to further search for the party name]  
*To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.*
- ◆ If the name of the applicant is not listed, click on **Add/Create New Party**

- ◆ The **Search for a party** screen appears.

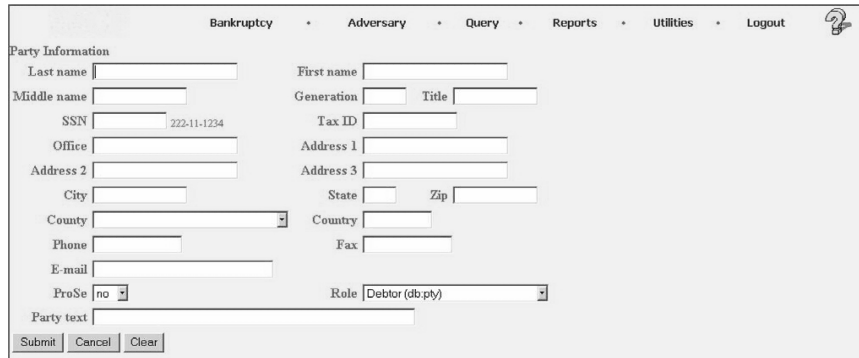


- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**.



- ◆ If name is not listed, click on **Create New Party** and proceed to **Step 6**.
- ◆ If the name is listed, click on it. Click **Select name from list**.
- ◆ Party's information appears for verification and modification, if necessary. [This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Proceed to **Step 7**.

**Step 6** The **Party Information** screen appears.



- ◆ Enter the party (filer) information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

**STEP 7** The **Select the Party** screen appears with your party highlighted. Click on **Next**.



**STEP 8** The attorney/party association screen appears.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
02-00011 RACE HORSE and GATEWAY

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ ACCOUNTANT, MR. (pr.facc) represented by SAMSON, RICHARD (aty)

Next Clear

**NOTE FOR ASSOCIATION:** Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

**STEP 9** Select the PDF Document screen appears.

02-00011 RACE HORSE

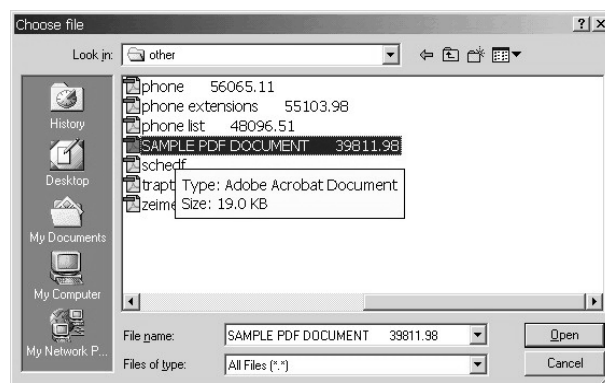
Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**  
W:\imaging\other\SAMPLE PDF DOCU Browse...

**Attachments to Document:** No Yes

Next Clear

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [\*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document
- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
W:\imaging\other\SAMPLE PDF DOCL

**Attachments to Document:** ☐ No ☒ Yes

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**If there are attachments to document, *e.g.* exhibit, appendix, etc.**

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**.

**STEP 10 Select one or more attachments** screen appears. All exhibits must be attached at this screen:

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**  
W:\imaging\other\SAMPLE PDF DOCL

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2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Affidavit"/>	<input type="text" value="Joe Banker, First Citizens Bank"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.

- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

**If there are no attachments to document:**

- ◆ Click on **Next** and the following screen appears.

## STEP 11 The Fees & Expenses

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-00011 RACE HORSE". The main content area contains a form for filing a motion for compensation for fees in a Chapter 7 case over 1,000.00 dollars (L.B.R. 2002-4). The form is divided into two sections. The first section is for "Applicant RICHARD SAMSON" with a "Type" dropdown set to "Trustee Chapter 7". It includes checkboxes for "Filer" (checked), "From" (empty), "To" (empty), "Fee request \$" (empty), and "Expense request \$" (empty). The second section is for "Applicant MR. ACCOUNTANT" with a "Type" dropdown set to "Accountant". It includes checkboxes for "Filer" (unchecked), "From" (empty), "To" (empty), "Fee request \$" (1500.00), and "Expense request \$" (300.00). At the bottom of the form, there is a text field for "objection due date: 12/20/2002" and two buttons: "Next" and "Clear".

- ◆ Change the **Type** boxes to the appropriate titles.
- ◆ Fill in the **Fee** and **Expense** box(es) with the necessary information.
- ◆ Click on **Next**.

## STEP 12 Docket Text: Modify as Appropriate screen appears

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-00011 RACE HORSE". The main content area contains a form for filing a motion. The "Docket Text: Modify as Appropriate." section is visible, showing a text box with the following text: "Application for Compensation (Ch.7) for MR. ACCOUNTANT , Accountant, fee: \$1500.00, expenses: \$300.00. Filed by RICHARD SAMSON . (SAMSON, RICHARD)". At the bottom of the form, there are two buttons: "Next" and "Clear".

To add prefix to docket text of motion/application:

- ◆ Click on the arrow to right side of box.
- ◆ Select correct modifier.
- ◆ Click on **Next**.

**STEP 13 Docket Text: Final Text** screen appears.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
02-00011 RACEHORSE

Docket Text: Final Text  
Application for Compensation (Ch.7) for MR. ACCOUNTANT, Accountant, fee: \$1500.00, expenses: \$300.00. Filed by RICHARD SAMSON. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
02-00011 RACE HORSE

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 12/6/2002 at 10:11 AM MTN and filed on 12/6/2002

Case Name: RACE HORSE  
Case Number: 02-00011  
Document Number: 38

**Docket Text:**  
Application for Compensation (Ch.7) for MR. ACCOUNTANT, Accountant, fee: \$1500.00, expenses: \$300.00. Filed by RICHARD SAMSON. (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**K:\imaging\6\o02-21796 31871.2.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=986323682 [Date=12/6/2002] [FileNumber=610-0] [46  
eea68e5614f3ef0dee015706d9f7d84d81b25f59032e4705aa0db8c93cc81a0cf2bc9d  
72388b5fb6240628958e29060bfb4b4891ec2c7a8f7368d65d1e76a]]

**02-00011 Notice will be electronically mailed to:**  
JAMES A. PATTEN japatten@yahoo.com

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

**Print receipt**

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*

